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10-10-2  
22 NOV 1954  
By: 015  
AUG 31 1954

MEMORANDUM FOR: Chief of Logistics

SUBJECT : Proposed Burn Box

1. The proposed burn box has been examined and used by both the men and girls in this office. The consensus is that the box appears to be what we are looking for and that we would like to have it. Some adverse comments, however, have been received, such as:

- a. It must be emptied so why not use an envelope in the first place.
- b. Prefer envelopes.
- c. It's too small.
- d. Danger of fire if someone drops a match or a cigarette in the box.
- e. Its difficult to put away as you cannot crush it like an envelope.
- f. It is not worth the cost.
- g. Most secretaries have a divider on their desk and it is very convenient to keep a trash envelope in this divider.

2. It is suggested this burn box be checked with the Security Office and if they approve it, your office should obtain quotations and estimates as to cost. It is further suggested that consideration be given for two sizes, one about the size of the proposed box and the other a larger box.

(S)

LAWRENCE R. HOUSTON  
Acting Deputy Director  
(Administration)

SA/DDA:WHM:hh (31 Aug 54)

O&I - Addressee

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1 - DD/A subject ✓